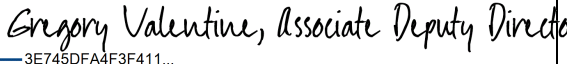


Division of Substance Abuse and Mental Health**POLICY AND PROCEDURE**

<u>POLICY TITLE:</u> DSAMH Community Policy Uniformity Expectations	<u>POLICY #:</u> DSAMH021
<u>PREPARED BY:</u> Policy Committee	<u>DATE ISSUED:</u> 10/12/2020
<u>RELATING POLICIES:</u> Insert most relevant related policies when helpful.	<u>REFERENCE:</u> Insert relevant references when helpful like state code, federal regulation, etc.
<u>DATES REVIEWED:</u> Insert current review date if this is a policy update.	<u>DATES REVISED:</u> N/A: Insert N/A if the policy is new. Insert date(s) of each re-issuance of policy denoting the history of changes or reviewed and accepted.
<u>APPROVED BY:</u> Insert final approver like Greg Valentine, Associate Deputy Director, Bureau of Policy, Compliance, and Workforce Development: This will be signed here with Date DocuSigned by:  3E745DFA4F3F411... 10/13/2020 1:53 PM EDT	<u>NOTES:</u> (Check all that apply: See definitions F-J) <input checked="" type="checkbox"/> DSAMH Internal Policy <input checked="" type="checkbox"/> DSAMH Operated Program <input type="checkbox"/> DSAMH State Providers <input checked="" type="checkbox"/> Delaware Psychiatric Center <input checked="" type="checkbox"/> Targeted Use Policy (Defined in scope)

- I. **PURPOSE:** This policy is an example format with explanations. Purpose identifies the need for policy.
- II. **POLICY STATEMENT:** Insert a brief policy statement here, expectations, outcome, principles.
- III. **DEFINITIONS:** May or may not be present. Consider if definitions or acronym help the reader? Is it necessary? Is the definition consistent with regulations or other policies? List N/A if no definitions are required. If required, use the format below.

- A. "Bolded" words denote a new section. Utilize only as Roman Numerals to define section changes.
- B. "Definition" means to state or describe precisely the nature, scope, or meaning of the term utilized in the context of this policy.
- C. "Font" means font type and font size in our policies. We use Font style Calibri 11.
- D. "Pagination" means the preferred method of numbering pages. We use 1 of x, centered.
- E. "Structure" means the numbering system utilized. Preferred traditional hierarchical headings with roman numerals at the top level (I, II, III); then switch to capital letters (A, B, C); then numerals (1, 2, 3); then lowercase letters (a, b, c); then romanettes (i, ii, iii);

and then variations of the above using two parentheses instead of one, or other barely visible changes. Avoid the use of "bullets" or other non-numerical values unless necessary or pragmatically appropriate.

- F. Check off "DSAMH Internal Policy" applies to all DSAMH staff only and as defined under Section IV Scope.
- G. Check off "DSAMH Operated Program" applies to programs operated by DSAMH, providing direct client care services and as defined under Section IV Scope.
- H. Check off "DSAMH State Providers" applies to providers contracted under the DSAMH authority umbrella and as defined under Section IV Scope.
- I. Check off "Delaware Psychiatric Center" applies to Delaware Psychiatric Center or policy has relevant information to Delaware Psychiatric Center collaboration with community providers.
- J. Check off "Targeted Use Policy" applies to policy that does not apply to the above categories and is needed for a specific targeted need by DSAMH and as defined under section IV Scope.

IV. **SCOPE**: Detail here who this policy applies to by staffing level, program types, and program levels of care: DSAMH, DSAMH Contractors, DSAMH regulated Licensure/Certified programs, all staff, or specific staff, all program levels or specific program areas.

V. **PROCEDURES/RESPONSIBILITIES**:

- A. Outline procedures and responsibilities numerically from beginning to end to meet the intended purpose, policy expectations, and scope of the policy described.
 - 1. Be mindful of list levels and consistent with the application of the numbering system.
 - 2. Practice brevity and clarity aimed at the target audience.
 - 3. Ensure appropriate information in appropriate sections.
 - 4. The change list level helps the author moves down to lower levels of relationship and back up: Begin with a Roman Numeral for the Topic. After each Roman numeral, letter, or number put a period. Begin all lines with an upper-case letter. Line up every letter or numeral under the one above. If you have to go to more than one line, indent to the first letter of the line above. If you have a 1, you must have a 2. (See example in Addendum I).
 - 5. Consider during the editing process the following goals:
 - a. The economy of language - treat every word as precious
 - b. Use precise word choice and colorful vocabulary
 - c. Be specific, concrete, detailed
 - d. Use pleasing sound, rhythm, and variety
 - e. Use discernable voice, tone, or point of view
 - f. Aim for simplicity, clarity, and
 - g. Use spell/grammar check.
- B. Shared Governance: The authorship and approval of any policy in this committee is a shared governance process. All participants have both the responsibility and the opportunity to review upcoming renewal policies or newly created policies. Your

contributions pre-meeting or during meetings will add value to our system's excellence for years to come.

- C. Additional responsibilities: Every policy we develop must have a distribution, archival plan, and renewal plan:
 - 1. Archival Plan: Decide where the policy will be stored and maintained (DSAMH Intranet or Provider Resource Page: Internal DSAMH or DSAMH Public)
 - 2. Distribution plan: What is the distribution plan?
 - a. Does a specific Bureau distribute it to key stakeholders?
 - b. Is it distributed to all providers via e-mail notification?
 - c. Is it tied to Delaware Learning Center with or without a post-test?
 - 3. Renewal date: Does this policy require an annual review for content? Does it require an annual refresher for stakeholders?
 - D. DSAMH Bureaus: The policy committee has representation from each Bureau on the committee. Any Bureau that puts forth a policy or the policy must be primarily directed towards their area. They have representation from the beginning of policy formation to completion. Each Bureau has a responsibility to have a delegated representative for representation and to monitor Policy Agenda and Policies up for review as they are sent out.
- VI. **Policy Lifespan**: Policy supersedes previous distributions of this policy as detailed in dates revised. This policy will be reviewed (insert required time frame like "annually").
- VII. **References/Resources**: If applicable, provide evidenced-based practices or resources here. There is a blank template available for policy creation. The Bureau of Policy, Compliance, and Workforce Development (PCWFD) chairs the Community Policy Committee. The PCWFD Bureau Chief and Deputy Chief can assist and provide technical guidance as needed.

Addendum 1:

I. Topic:

- A. Main idea
 - 1. Details that support the main idea
 - 2. More details
 - a. Details that explain main idea
 - b. More details that include definitions of main idea
 - c. Reasons for main idea d. Characteristics of main idea
- B. Main idea
 - 1. Details of explanation
 - 2. Details of explanation

II. Topic:

- A. Main idea
 - 1. Supporting detail
 - 2. Supporting detail
- B. Main idea
 - 1. Supporting detail
 - 2. Supporting detail

III. Topic:

- A. Main idea
- B. Main idea
 - 1. Supporting detail
 - 2. Supporting detail
 - 3. Supporting detail
 - a. More information
 - b. More information
 - c. More information
 - i. Even more information
 - ii. Even more information
 - iii. Even more information